

Performance Work Statement

U.S. Environmental Protection Agency (EPA)

On-Scene Coordinator (OSC) Conference

INTRODUCTION

The hotel shall provide lodging and meeting space in Miami, FL, from November 16 through November 21, 2003, for the 2003 EPA OSC Readiness Training Event. The agenda for the event will be provided to the selected facility.

SPECIFICATIONS AND OTHER CONSIDERATIONS:

The hotel shall provide the following rooms.

Sleeping Room Capacity:

The hotel shall make available 1600 sleeping room nights with a maximum of 360 rooms per peak night. All rooms must be at the government- per diem rate or less. Up to 750 of these room nights will be purchased under this procurement. The remainder will be paid by individual guests. The hotel shall provide at least 2 sleeping rooms, including bathrooms, that are wheelchair accessible.

Ball Room:

One ball room that will be used for the plenary session that can seat 360 theater style and accommodate audio visual requirements. Plenary will be in use at the following times:

11/17 from 08:00-10:00
11/18 from 08:00-08:30
11/19 from 08:00-08:30
11/20 from 08:00-08:30
11/21 from 08:00-13:30

Function Rooms:

Up-to 12 various rooms available from 07:30 to 18:00 as indicated below. All meeting rooms must be in close proximity to the registration area. Meeting rooms must have adequate sound proofing to avoid disruption of training classes by other facility activities. Meeting rooms must be ADA compliant. Meeting rooms must have controllable lighting and room darkening so that training materials and AV equipment are easily viewable.

1. Three (3) meeting rooms must accommodate at least 60 participants classroom style, including standard AV equipment.
2. Three (3) meeting rooms must accommodate 40 hollow square with a gallery of 20.
3. The remaining three (3) meeting rooms must be large enough to accommodate up to 45 participants classroom style with A/V. Two of these training rooms must also be available for day and evening sessions.
4. One (1) small speaker ready room. On reserve 24 hours. Proximity to other meeting space is not a concern for this space.
5. One (1) secure storage, staging, and distribution room for training materials . Room or rooms should be large enough for approximately 10 eight-foot tables around the perimeter, securable, and on 24 hour hold for staging, and distribution of over 400 copy paper-size boxes of training materials and 20 laptop computers. Materials to arrive no sooner than 4 days prior to event.
6. A twelfth meeting room must serve as a “lab classroom” for 50 participants, seated classroom style, with plenty of ventilation for environmental chemistry classes. Traditionally this has been a classroom setting in an open but covered area such as a gazebo, or a meeting room with windows or several doors that open for ventilation, or a large tent with ventilation.

Exhibit/Poster Room

A centrally located, securable at night, Exhibit / Poster Area (2500 sq. ft) with multiple power and telephone outlets. This area must be located so that it also can be used as the coffee break area for participants and must be on reserve 24 hours.

Registration Area

Centrally located registration. Registration area must have telephone line and be in the same area as the meeting rooms for the full week.

Parking Lot

Controlled access parking lot for heavy equipment exhibits (eq. Firetrucks and RVs that are mobile labs or command posts (20,000 sq. ft)

Hospitality Suite

Hospitality suite style meeting and networking space for use for impromptu break-out sessions and evening sessions, on reserve 24 hours.

An ample number of pay telephones and restrooms in an area convenient to the meeting rooms

ADA accessible lodging at facility

Outdoor Area

Easily access outdoor area for outdoor training activities (2,000 sq feet)

Audiovisual Requirements:

A complete list of available audiovisual equipment and prices should accompany the RFQ for costing purposes.

Food and Beverage:

The hotel shall provide morning, mid morning, and afternoon break refreshments each day.

The hotel shall provide two working lunches for 290 people.

Other Considerations:

No columns, or other obstructions in the middle of training rooms

Restaurants and other attractions nearby

Other noisy/disrupting events scheduled at same facility

Lodging and Training Facilities under “one-roof”

No construction, remodeling or other distractions during event

Facility dedication to supporting EPA event (No other, larger events that may compete for priority)

Identify the closest airport, distance to that airport, and shuttle availability

Provide maps of hotel to and from airport and map of local area

Provide Web Address of hotel

No liquidated damages clauses will be accepted

Provide a quote on how your hotel will meet the requirements stated above.

Offerors must be listed on the national master list of approved accommodations. The national master list of all approved accommodations is compiled, periodically updated, and published in the Federal Register by FEMA. Additionally, the approved accommodation list is available on the U.S. Fire Administrations Internet site at <http://www.usfa.fema.gov/hotel/index.htm>.

Email RFQ's will be accepted, RFQ's shipped via commercial carrier such as Federal Express or UPS will be accepted, mail sent to EPA via US Postal Service is subject to delays because of security screening; please note the different addressing requirements. **Electronic RFQ's are recommended.** Dates are not flexible. **RFQ's will be accepted until 12:00 noon, August 11, 2003. EPA will make a Best Value Judgement based on RFQ and information collected.** RFQ'S may be sent to David Murphy.

By Email: murphy.davidm@epa.gov

Or by overnight commercial carrier to: David Murphy-MC3805R
US Environmental Protection Agency
1200 Pennsylvania Ave, NW
Washington, DC 20460

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1200 Pennsylvania Ave, NW
Washington, DC 20460

Note: All mail sent to EPA via US Postal Service is irradiated prior to delivery; anticipate 2-3 weeks for delivery and damage similar to exposure to high heat.

Questions and Quotes may be directed to:
David Murphy

Email: murphy.davidm@epa.gov
Fax: 202-565-2557